

### County of Los Angeles DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746 Tel (562) 908-8400 • Fax (562) 908-0459 Board of Supervisors

GLORIA MOLINA First District

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> > DON KNABE Fourth District

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**ADOPTED** 

BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

18 March 6, 2012

SACHI A. HAMAI
EXECUTIVE OFFICER

March 06, 2012

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, California 90012

**Dear Supervisors:** 

## RECOMMENDATION TO EXTEND SEVEN REFUGEE EMPLOYMENT PROGRAM SERVICES CONTRACTS (ALL DISTRICTS - 3 VOTES)

### **SUBJECT**

The Department of Public Social Services (DPSS) seeks a month-to-month extension of the current Refugee Employment Program (REP) contracts with the five agencies listed in Attachment A, for up to 12 months effective April 1, 2012.

#### IT IS RECOMMENDED THAT YOUR BOARD:

- 1. Delegate authority to the Acting Director of DPSS or her designee to execute amendments with the five agencies listed in Attachment A, substantially similar to the attached amendment (Attachment B). The amendment will extend the contracts on a month-to-month basis for up to 12 months effective April 1, 2012 through March 31, 2013 for the provision of REP services to seven service areas Countywide. Attachment A provides the estimated cost for the extension for each of the seven REP contracts. The total estimated cost of \$3.4 million for the 12-month period is funded through Refugee Social Services (RSS) and Targeted Assistance (TA) grants. There is no net County cost associated with this Program as it is fully funded by federal grants.
- 2. Delegate authority to the Acting Director of DPSS or her designee to prepare and sign subsequent amendments for any increases or decreases by no more than ten percent to the maximum contract amount for increases or decreases in services effective April 1, 2012 provided that (a) sufficient funding is available, (b) prior Chief Executive Office (CEO) and County Counsel approval is obtained and (c) the Acting Director or her designee notifies the CEO in writing within ten business days after execution.

The Honorable Board of Supervisors 3/6/2012 Page 2

### PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow DPSS to continue vital REP services to the County's refugee population while the REP solicitation is completed to establish new contracts. The REP providers deliver assistance to individuals and families to ensure their needs are met in order to obtain and retain employment while becoming acclimated to their new environment. REP services include acculturation, employment, training, educational and other non-traditional specialized services.

The awarding of new REP contracts is targeted for November 1, 2012. The current REP contracts expire March 31, 2012. Thus, it is necessary to extend the current contracts to allow for the completion of a competitive contract solicitation. The month-to-month extension for up to 12 months allows for any unforeseen delays. On January 17, 2012, the California Department of Social Services provided its approval of the extension effective April 1, 2012.

### **Implementation of Strategic Plan Goals**

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #1 - Operational Effectiveness: Maximize the effectiveness of the County's processes, structure and operations to support timely delivery of customer-oriented and efficient public services; and Goal #2 - Children, Family and Adult Well-Being: Enrich lives through integrated, cost-effective and client-centered supportive services.

### FISCAL IMPACT/FINANCING

The REP contracts are funded through RSS/TA grants allocated to the County by the Federal Office of Refugee Resettlement (ORR), through the State Refugee Programs Bureau. The total estimated monthly cost of the seven REP contracts is \$283,313 and the estimated 12-month cost is \$3.4 million. The costs are contingent upon the actual allocations received from ORR. The estimated three-month cost of \$849,940 for April 1, 2012 through June 30, 2012 is included in the current year's Adopted Budget. Funding for Fiscal Year 2012-13 will be included in the Department's budget request.

### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Refugee Act of 1980 created the Federal Refugee Resettlement Program to provide for the effective resettlement of refugees and to assist them to achieve economic self-sufficiency after arrival in the United States. The current contracts have a monthly flat fee per participant and do not include a Cost of Living Adjustment provision. The contracts include performance outcomes that measure contractor performance in the areas of employment, work participation and sanctions.

The contracts will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The County may terminate the contracts with a written 30 calendar day notice.

The contractors will not be asked to perform services which will exceed the contracts' rates, scope of work and contract term.

The CEO and County Counsel have reviewed this Board letter and the sample contract has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended action will not infringe on the role of the County in relationship to its residents and the County's ability to respond to an emergency will not be impaired. There is no change in risk exposure to the County.

### **CONCLUSION**

The Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter to the Acting Director of DPSS.

Respectfully submitted,

Theugh L. Spiller

SHERYL L. SPILLER

**Acting Director** 

SLS:vo

**Enclosures** 

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors
Deputy Chief Executive Officer

# REFUGEE EMPLOYMENT PROGRAM SERVICES ESTIMATED CONTRACT AMOUNTS BY AGENCY FOR MONTH-TO-MONTH EXTENSION

### **APRIL 1, 2012 – MARCH 31, 2013**

094'66£'£\$	\$5,549,820	076'678\$	nated Total Cost:	ii}s∃	
887,188	145,172\$	<i>L</i> ቱቱ'06\$	3,5,1	IIΛ	Community Enhancement Services
\$2 <del>4</del> 0°45¢	816,204\$	901,3518	3, 5	IΛ	Catholic Charities of Los Angeles
892,874	102,736\$	490'6۱۱\$	G	Λ	Achenian Relief Society of Western USA
000'0∠9\$	\$427,500	\$145,500	1, 2, 3, 4, 5	ΛΙ	Jewish Vocational Service
\$48¢,82¢	819,636\$	\$121,206	1, 2, 3, 5	III	Armenian Relief Society of Western USA
8483,228	124,421	\$120,807	1, 2, 3, 4, 5	II	sələgnA zod fo ətutitəril isnoitsanıətri
8483,228	\$395° <del>'</del> 451	\$150,807	۱' 3' و	I	International Institute of Los Angeles
Estimated 12-Month mumixsM tract	Estimated FY 2012-2013 Cost (9 Months) July 2012 – March 2013	Estimated FY 2011-2012 Cost (3 Months) April 2012 – Lune 2012	Supervisorial District	REP Service Area	γgency

### AMENDMENT NUMBER FOUR TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES IN SERVICE AREA I CONTRACT

Reference is made to the document entitled, "Contract By And Between County of Los Angeles And International Institute of Los Angeles For Refugee Employment Program Services In Service Area I, dated April 1, 2008 and further identified as County Contract Number REP08001, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as "Contract".

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

- SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:
  - 4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.
- II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,561,108 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not rollover unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08 \$120,807 (3 months)

Fiscal Year 2008-09 \$628,196

\$483,228

Fiscal Year 2009-10

Fiscal Year 2010-11

\$483,228

Fiscal Year 2011-12

\$362,421 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$40,269, with a maximum cumulative total of \$483,228.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

### **COUNTY OF LOS ANGELES**

By Shull and for Sheny L. Spiller Shery L. Spiller

Department of Public Social Services

INTERNATIONAL INSTITUTE OF LOS ANGELES

By E Stephen Voss President and CEO

By Scheminia Evangelista, Accounting Director, CFO

APPROVED AS TO FORM: JOHN KRATTLI, ACTING COUNTY COUNSEL

David Beaudet, Senior Deputy County Counsel

# Attachment B-1 CONTRACTOR'S BUDGET

REFUGEE EMPLOYMENT PROGRAM - AREA FISCAL YEAR BUDGET	EA 1	International Institute of Los Angeles Refugee Employment Program - Area 1 Budget	m - Area 1		$\parallel$								
Monthly contract amount for the extension (April 1, 2012 through March 31	April 1, 2012 through March	31, 2013): \$40,265											
		SALARY EXPENSES			4								
REVENUE: County of Los Angeles TOTAL REVENUE	\$483,228	POSITION TITLE	Rate 11-12	MONTH WAGE	FTE	PROJ	MOS.	BUDGET	HEALTH	Ins.		RET.	IFF
	The state of the s	. Contract Manager Back-Up Contract Manager	\$33.08	\$ 5,375.50	1.00	$\top \top \top$	+++	\$ 25,802	2,325	148	258	1,548	\$14
PROGRAM EXPENSES PERSONNEL:					$\parallel$								
Administrative Salaries	\$ 68,800	Case Manager*	\$14.77	\$ 1,920.10	0.80	100%	12.000	\$ 23,041	5,813	370	583	1,382	\$36
Fiscal/Accounting Salaries	\$ 12,229	Case Manager	\$14.77		1.00	1	+		5,813	370	729	1,808	\$36
Direct Services Salaries SALARIES	\$ 175,975	Case Manager**	\$15.25	\$ 2,478.13	00.1	3%	12.000	\$ 892	174	11	23	1 080	525
		Case Manager Job Developer	\$15.00	\$ 2,437.50	1.00		+++		5,813	370	777	1,843	\$36
Health Insurance	\$47,493	Front Desk/Off. Assistant***	\$ 11.00	\$ 1,787.50	1.00	45%	12.000	600'6 \$	2,441	155	06	541	\$15
Life Insurance	\$16,290	Office Assistant	\$ 11.00		0.53	$\top$	+	\$ 5,491	0	126	28	329	\$0
Social Security (FICA)	\$20,770												
State Unemployment Insurance	\$3,147				1								
BENEFITS	\$93,404											-	T
4		Accountant	-		00		-		101	20	CH	040	16
TOTAL PERSONNEL COST	\$ 364,908	Accountant	\$14.61	\$ 2,374.13	1.00	8%	12.000	\$ 2,279	465	30	23	137	83
		Accta, Clerk	+		1.00		-		407	26	30	177	\$33
DIRECT COSTS							-	1 1					
Parking Rent (Glendale)	\$32 663				+	1.72			1	1		1	
Rent (El Monte)	\$7,864												
Utilities Telephone (Clandala)	\$000	T CONTRACT						703 760	007 27	17.7.0		000	
Telephone (El Monte)	\$1,200	- Otal wage						400,172	564,74	3,147	0,410	16,290	787
Repairs and Maintenance	0\$												
Audit (External)	\$9,000	*Employee works 30 nrs./week **Employee works 37.5 hrs./week; this position is shared with REP service area 2	veek; this po	osition is share	od with Ri	EP service	area 2			Ī	1		
Payroll Service	\$3,500	***Employee works 37.5 hrs./	week; this p	osition is shar	ed with va	arious prog	rams						
Printing Sparklets (Glendale)	\$400	****Employee works 20 hrs./v	veek; this po	osition is share	ed with RE	P service	area 2				Ī	1	T
Sparklets (El Monte)	\$288												
Insurance	\$2,400			*)									
Omce Supplies	\$3,600								1				
Conferences/Meetings	\$360												
Equipment Leased (Copiers Lease and	6	*	-										
Equipment Leased (Copiers Lease and	\$4,200											1	I
Maintenance) El Monte	\$69\$	FRINGE BENEFITS:										-	
Equipment Purchase	\$1,500	FICA(Gross x 7.65%)		20,770									
Postage	\$2,414	Workers Comp @ class x rate Health (449 48+11 87+494 43+13 06	13	5,410						1	T	1	-
TOTAL DIRECT COST	\$82,525	SUI @5.2831% of 1st \$7000		3,147			i				Ī		
Indirect Cost	\$35,795	Retirement (6% * Eligible Gross)		16,290									
IOIAL EXPENSES	\$ 483,228	TOTAL FRINGE BENEFITS		93.404								1	
EXCESS REVENUE(EXPENSE)	(0\$)		-										
		TOTAL PERSONNEL COSTS		364.908					-				

## INTERNATIONAL INSTITUTE OF LOS ANGELES REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA I) BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

### DIRECT COST

### Payroll

	l l	Vionthly
Budget Line Item		Cost
Contract Manager (.4 FTE for SA I) (.38FTE for SA II)		
Cost for the position is \$5,376/month or \$2,150 for SA I.	\$	2,150
Back-Up Contract Manager (1 FTE)		
Cost for the position is \$3,583/month.	\$	3,583
Case Managers/Specialized Supportive Services Coordinator (4.83 FTE)		20
4.83 FTE case managers, including a SSS coordinator will be assigned to the project, with a caseload of about		
90 REP participants per case manager. Total monthly budgeted cost for case managers is \$12,105.	\$	12,105
Job Developer (1 FTE)		
One FTE job developer will be assigned to the project. The monthly salary for a job developer is \$2,559.	\$ .	2,559
Accountant (.10 FTE)		
.10 FTE accountant will be assigned to the project. The monthly salary for this position is \$435.	\$	435
Accountant (.08 FTE)		
.08 FTE accountant will be assigned to the project. The monthly salary for this position is \$190.	\$	190
Payroll Technician (.07 FTE)		
One .07 FTE payroll technician will be assigned to this program. Monthly salary for this position is \$246.	\$	246
Accounting Clerk (.07 FTE)		
One .07 FTE accounting clerk will be assigned to this program. Monthly salary for this position is \$148	\$	148
Front Desk Receptionist/Scheduling Clerk (.42 FTE for SA I) (.38 FTE for SA II)		
One .42 FTE front desk receptionist will provide clerical support for the staff. The monthly salary for this		
position is \$751.	\$	751
Office Assistant (.48 FTE for SA I) (.52 FTE for SA II)		110 (3
One .48 FTE office assistant will provide office support for the staff. The monthly salary for this position is		
\$751.	\$	458
Total Monthly Salary and Wages	\$	22,625

**Note:** monthly salary amounts are rounded to nearest dollar, and annual salary amounts are calculated by using partial dollar amounts that are included in monthly salaries. This results in apparent minor discrepancies if rounded numbers are directly multiplied to determine final salary amounts.

### **Employee Benefits**

Budget Line Item	IV.	Monthly Cost
Health Insurance		COST
IILA covers the entire cost of full medical and dental insurance coverage for all employees working 25 hours or more. The monthly cost to cover all employees in this project is \$3,958.	Ś	3,958
Life Insurance	<u> </u>	
IILA pays group life insurance costs of \$3/month for all employees working 25 hours or more. The monthly cost to cover all employees in this project is \$25.	\$	25

# INTERNATIONAL INSTITUTE OF LOS ANGELES REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA I) BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

Retirement	
IILA provides up to 6% of total salary earnings for retirement for its employees. The cost to cover all employees	
in this project monthly is \$1,358.	\$ 1,358
Total Monthly Employee Benefits	\$ 5,340

### Payroll Taxes

	M	lonthly
Budget Line Item		Cost
FICA/Medicare		G.
Social Security taxes are 7.65% of gross salary. The monthly costs for FICA (social security) payments for the		
month will be \$1,731.	\$	1,731
SUI		
State Unemployment Insurance (SUI) costs 3.741% of monthly gross salary for each employee. Total monthly		
cost of SUI for this project will be \$262.	\$	262
Workers Compensation		
Workers compensation rates depend on the workers classification by the workers comp insurance carrier. The		
total monthly cost for all employees on this project will be \$451.	\$	451
Total Monthly Payroll Taxes	\$	2,444

#### Insurance

Budget Line Item		onthly Cost
Insurance Costs	1	
The cost for general liability, automobile liability, crime insurance and professional liability insurance as		
required by this program will be \$200/month.	\$	200
Total Monthly Insurance Cost	\$	200

### Miscellaneous Direct Costs

Budget Line Item	1	lonthly Cost
Occupancy		11
Rental costs for office space for service delivery will be \$3,377/month.	\$	3,377
Supplies		
Office supplies include cost of paper, pens, staplers, file folders, desk supplies, toner, basic office equipment		
costing less than \$5,000 per purchase, and other basic office supplies not provided by DPSS. The monthly cost		
for these supplies is estimated to be \$394.	\$	394
IT Services		
IILA prorates IT services costs by program. Cost for this will be \$750/month.	\$	750
Travel		
Total staff travel mileage is estimated to be about 721 miles a month. IILA reimburses mileage at \$0.555/mile.		
Total monthly cost for mileage is \$400.	\$	400
Printing		
Cost of printing business cards, various flyers, and other materials for the program are calculated as follows.		
Total monthly cost for printing is \$33	\$	33

## INTERNATIONAL INSTITUTE OF LOS ANGELES REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA I) BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

Conferences/Meetings	T	
Total cost for conducting monthly conferences/meetings is \$30/month.	\$	30
Telephone and Internet Costs	9	
Total monthly cost for telephone and internet will be \$500.	\$.	500
Postage		
Postage costs are estimated to be \$201/month.	\$	201
Equipment Lease		*
Lease costs for the Canon copiers is \$408/month.	\$	408
Equipment/Office Furniture		
Includes purchase of desks, office chairs, waiting area furniture, filing cabinets, etc.	\$	125
Audit		
The required agency-wide audits prorated by program. The monthly program cost is \$167.	\$	167
Payroll		
An outside vendor performs much of our payroll processing. Total monthly cost will be \$292.	\$	292
Total Monthly Miscellaneous Direct Costs	. \$	6,677

### **Total Direct Costs**

Budget Line Item	Monthly Cost
Total Direct Costs	
Total direct costs are calculated by adding all the above direct costs: (\$22,625 Total salary) + (\$5,340 Total	
benefits) + (\$2,444 Payroll taxes) + (\$200 insurance costs) + (\$6,677 Miscellaneous Direct Cost) = \$37,286.	\$ 37,286

### **Total Indirect Costs**

Budget Line Item		Monthly Cost
Management Overhead	1,0	
Management overhead is 8% cost for all direct costs listed above. The total monthly management overhead		
costs are (\$37,286)(8%)=\$2,983.	\$	2,983

### **Total Monthly Direct and Indirect Costs**

	N	/lonthly
Budget Line Item		Cost
Total Monthly Direct and Indirect Costs		
The total cost for the program is calculated by adding the direct t cost (\$37,286) and the indirect cost (\$2,983)		
for a sum of \$40,269.	\$	40,269

### AMENDMENT NUMBER FOUR TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES IN SERVICE AREA II CONTRACT

Reference is made to the document entitled, "Contract By And Between County of Los Angeles And International Institute of Los Angeles For Refugee Employment Program Services In Service Area II, dated April 1, 2008 and further identified as County Contract Number REP08002, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as "Contract".

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

- I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:
  - 4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.
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CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

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Fiscal Year 2008-09 \$628,196

Fiscal Year 2009-10 \$483,228

Fiscal Year 2010-11 \$483,228

Fiscal Year 2011-12 \$362,421 (9 months)

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The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of March., 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

#### **COUNTY OF LOS ANGELES**

By Phil and for thene L. Griller
Sheryl L. Spiller, Acting Director

Department of Public Social Services

INTERNATIONAL INSTITUTE OF LOS ANGELES

By E Stephen Van
E. Stephen Voss, President and CEO

Surva Rosas

APPROVED AS TO FORM: JOHN KRATTLI, ACTING COUNTY COUNSEL

David Beaudet, Senior Deputy County Counsel

# Attachment B-1 CONTRACTOR'S BUDGET

Section   Control   Cont	INTERNATIONAL INSTITUTE OF IA													
Control amount for the exterior   April 1, 2023 through shorts   Activation   April 2, 2023 through shorts   Activation   April 2, 2023 through shorts   Activation   Activa	REFUGEE BPLOOMENT PROGRAM - ARE		Refugee Employment Progra	os Angeles im - Area 2										
Contract amount for the extension (April 1, 2012 through North 3), 2013 (24), 249, 249, 249, 249, 249, 249, 249, 249	TSCAL TEAR BUDGE		Budget											-
Fig.   Control	Monthly contract amount for the extension (A	April 1, 2012 through March 3				H								
Control Management   Control	DEVENILE		SALARY EXPENSES											
Marche   Marche   Marche   March   M	County of Los Angeles	\$483,228		Rate	MONTH	FTE	%O	MOS.		HEALTH			RET	
MEMORPHERS   1	TOTAL REVENUE	\$483,228	POSITION TITLE	11-12	1 1	100	PROJ 38%	WORK 12 000	BUDGET	INS.	SUI	W.C.	INS.	LIFE
COST	PROGRAM EXPENSES		Back-Up Contract Manager	\$21.00	1 1	88	100%	12.000	\$ 40,950	5,813	370	410	2,457	\$36
Statistics   Sta	PERSONNEL:		Case Manager	\$16.00	1000	1.00	100%	12.000	\$ 31,200		370	789	1.872	\$36
Control Maries   Strick   Control Maries   Strick   Str	Administrative Salaries		Case Manager*	\$16.00	1 1	0.80	100%	12.000	\$ 24,960		370	631	1,498	\$36
Maintenance   Statistic   St	Fiscal/Accounting Salaries		Case Manager	\$15.66		00.0	100%	12.000	\$ 30,537		370	773	1,832	\$36
Strain	Direct Services Salaries SALARIES		Case Manager** Job Developer	\$15.25	1	1.00	97%	12.000	\$ 28,845		359	730	1,731	\$35
Periodic   Fig.   Fig						+								
Secondary (Fig.)   S.200   Front Deak/Olff Assistant***   S11.00   S 1.00   S 1.00   S 6.949   D 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Health Insurance Retirement	\$46,795			FTE Direct	4.80	5.97							
Security (FICA)   S20 611   Office Assistant****   S11,00   \$ 95,37   0.59   5,94   0.9	Life Insurance	\$290	Front Desk/Off. Assistant***	\$11.00	63	1.00	38%	12.000		2.209	141	.82	489	\$14
CONTINUED   Continue	Social Security (FICA)	\$20,611	Office Assistant****	\$11.00	69	0.53	52%	12.000		0	192	81	357	\$0
Personnel Costs   \$92,464	Worker's Comp.	\$5,108			FIE Clerk	1	0.90							
PERSONNEL COST   S	BENEFITS	\$92,464												
COSTS   Accountant   State of State o	TOTAL PERSONNEL COST					1								
Accountant   St. 10	STOCK TOUGHT		Accountant	\$26.79		1.00	10%	12.000	III	581	37	52	313	\$4
Controlled   Si11766   Catab Clerk   Si2260   Si2110   Si1770   ADD   Catab Clerk   Si2260   Si2110   Si200   Si273   ADD   Si223   ADD   Si2233   ADD   Si223	Rent	£32 663	Accountant Payroll Tach	\$14.61		1.00	8%	12.000		465	30	23	137	. \$3
St. 800   St.	Rent (El Monte)	\$11,796	Acctg. Clerk	\$12.99		1.00	1%	12.000		407	26	18	106	833
Second	Utilities Telephone (Clondolo)	000							1 1					
Maintenance   \$2,000   Total Wage   To	Telephone (El Monte)	\$4,800				1								
S2,000   Total Wage   S2,000   Total Wage   S2,000   Total Wage   S3,000   Total Wage	Repairs and Maintenance	0\$										T		
Cidendale   \$3,500   Countrage   Cool   Co	Audit (External)	\$2,000	Total Wage						000	20101	0			
Cited and a control	Payroll Service	\$3,500	Naga Naga						269,423	46,795	3,169	5,433	16,165	290
Section   Sect	Printing Secretary (Classification)	\$400	* Employee works 30 hrs./wei	ě										
## S2.400 ## Employee works 20 hrs./week; this position is shared with REP service area of \$2,527	Sparklets (El Monte)	\$432	***Employee works 37.5 hrs./v	week; this pos	sition is shared	with REP	service an	ea 1						
Section	Insurance	\$2,400	****Employee works 20 hrs./w	veek; this pos	ition is shared v	vith REP s	service are	a 1						T
Cost/Meetings	Office Supplies Staff Mileage/Travel	\$2,527												
Copiets Lease and   S4,200   S1,044   S1,044   S2,550   S2,436   S2,436   S2,436   S35,795   S4,3328   S4,306   S2,436   S2,436   S4,3328   S4,436,431,13,06   S4,433   S4,436   S4,434,431,13,06   S4,433   S4,436   S4,436   S4,436   S4,436   S4,436   S6,446   S6,446   S6,436   S6,	Conferences/Meetings	\$360												T
11 Leased (Copiers Lease and \$1,044   \$1,044   \$1,044     12 Purchase	Equipment Leased (Copiers Lease and Maintenance) Glandale	000 79												
Second	Equipment Leased (Copiers Lease and	202,1								1				
Act   Colored   \$2,436	Maintenance) El Monte	\$1,044												
Sec. 100   Sec. 100   Sec. 100	Postage	\$2,436				-								T
\$ \$55,548 FRINGE BENEFITS: \$535,795 FICA(Gross x 7 65%) \$ 483,228 Workers Comp @ class x rate Health (440,48+11,87+494,43+13.06) \$ SUI @ 5281% of 1st \$7000 Retirement (6% Eligible Gross) Life TOTAL FRINGE BENEFITS  TOTAL PERSONNEL COSTS	Contingency	0\$												
\$ \$35,795   FICA(Gross x 7.65%)    \$ 483,228   Workers Comp @ class x rate	TOTAL DIRECT COST	\$85,548	FRINGE BENEFITS:			-63								
\$ 483,228 Workers Comp @ class x rate   Health (449,444.13.13.06)     (\$0)   Relifement (6% * Eligible Gross)     Uife   TOTAL FRINGE BENEFITS     TOTAL PERSONNEL COSTS	Indirect Cost	\$35,795	FICA(Gross x 7.65%)		20,611									T
(\$0)   Frealin (492,4321), of 1st \$7000	TOTAL EXPENSES	\$ 483,228	Workers Comp @ class x rate		5,433		186							
Retirement (%% * Eligible Gross)  Life TOTAL FRINGE BENEFITS  TOTAL PERSONNEL COSTS	EXCESS REVENUE/EXPENSE)	(05)	Still @452848+11.87+494.43+13.08	(9)	46,795	+								
			Retirement (6% * Eligible Gross)		16,165									
			TOTAL FRINGE BENEFITS	-	\$290									
														Ī
			TOTAL PERSONNEL COSTS		361,886									

# INTERNATIONAL INSTITUTE OF LOS ANGELES REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA II) BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

#### DIRECT COST

Payroll

Budget Line Item	N	Monthly Cost
Contract Manager (.4% FTE for SA I) (.38FTE for SA II)	$\vdash$	
Cost for the position is \$5,376/month or \$2,043 for SA II	\$	2,043
Back-Up Contract Manager (1 FTE)	Ť	
Cost for the position is \$3,413/month.	\$	3,413
Case Managers/Specialized Supportive Services Coordinator (4.78 FTE)		
4.78 FTE case managers, including a SSS coordinator will be assigned to the project, with a caseload of about		
91 REP participants per case manager. Total monthly budgeted cost for case managers is \$12,402.	\$	12,402
Job Developer (1 FTE)		
One FTE job developer will be assigned to the project. The monthly salary for a job developer is \$2,400.	\$	2,400
Accountant (.10 FTE)		
.10 FTE accountant will be assigned to the project. The monthly salary for this position is \$435	\$	435
Accountant (.08 FTE)	7	33
.08 FTE accountant will be assigned to the project. The monthly salary for this position is \$190.	\$	190
Payroll Technician (.07 FTE)		
One .07 FTE payroll technician will be assigned to this program. Monthly salary for this position is \$246.	\$	246
Accounting Clerk (.07 FTE)		
One .07 FTE accounting clerk will be assigned to this program. Monthly salary for this position is \$148.	\$	148
Front Desk Receptionist/Scheduling Clerk (.42 FTE for SA I) (.38 FTE for SA II)	Ť	
One .4 FTE front desk receptionist will provide clerical support for the staff. The monthly salary for this position		
is \$679.	\$	679
Office Assistant (.48 FTE for SA I) (.52 FTE for SA II)		
One .52 FTE Office Assistant will provide office support for the staff. The monthly salary for this position is		
\$496.	\$	496
Total Monthly Salary and Wages	\$	22,452
	·	

**Note:** monthly salary amounts are rounded to nearest dollar, and annual salary amounts are calculated by using partial dollar amounts that are included in monthly salaries. This results in apparent minor discrepancies if rounded numbers are directly multiplied to determine final salary amounts.

### **Employee Benefits**

Budget Line Item	onthly Cost
Health Insurance	
IILA covers the entire cost of full medical and dental insurance coverage for all employees working 25 hours or	
more. The monthly cost to cover all employees in this project is \$3,900.	\$ 3,900

# INTERNATIONAL INSTITUTE OF LOS ANGELES REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA II) BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

Life Insurance		
IILA pays group life insurance costs of \$3/month for all employees working 25 hours or more. The cost to cover		
all employees in this project for 1 month is \$24.	\$	24
Retirement	-	
IILA provides up to 6% of total salary earnings for retirement for its employees. The cost to cover all employees		
in this project monthly is \$1,347.	\$	1,347
Total Monthly Employee Benefits	\$	5,271

### Payroll Taxes

Budget Line Item	N	/lonthly Cost
FICA/Medicare	1	
Social Security taxes are 7.65% of gross salary. The monthly costs for FICA (social security) payments for the month will be \$1,718.	\$	1,718
SUI	+	
State Unemployment Insurance (SUI) costs 3.741% of monthly gross salary for each employee. Total monthly cost of SUI for this project will be \$264.	\$	264
Workers Compensation	+	
Workers compensation rates depend on the workers classification by the workers comp insurance carrier. The		
total monthly cost for all employees on this project will be \$453.	\$	453
Total Monthly Payroll Taxes	\$	2,434

#### Insurance

Budget Line Item		onthly Cost
Insurance Costs		
The cost for general liability, automobile liability, crime insurance and professional liability insurance as required by this program will be \$200/month.	Ś	200
Total Monthly Insurance Cost	\$	200

### Miscellaneous Direct Costs

Budget Line Item	138	lonthly Cost
Occupancy		
Rental costs for office space for service delivery will be \$3,705.	\$	3,705
Supplies		
Office supplies include cost of paper, pens, staplers, file folders, desk supplies, toner, basic office equipment		
costing less than \$5,000 per purchase, and other basic office supplies not provided by DPSS. The monthly cost		
for these supplies is estimated to be \$317.	\$	317
IT Services	<u> </u>	
IILA prorates IT services costs by program. Cost for this will be \$750.	\$	750
Travel		
Total staff travel mileage is estimated to be about 721 miles a month. IILA reimburses mileage at \$0.555/mile.		
Total monthly cost for mileage is \$400.	\$	400

# INTERNATIONAL INSTITUTE OF LOS ANGELES REFUGEE EMPLOYMENT PROGRAM (SERVICE AREA II) BUDGET NARRATIVE

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$40,269

Printing Printing	T	
Cost of printing business cards, various flyers, and other materials for the program are calculated as follows.		
Total monthly cost for printing is \$33.	\$	33
Conferences/Meetings		
Total cost for conducting monthly conferences/meetings is \$30/month.	\$	30
Telephone and Internet Costs		
Total monthly cost for telephone and internet will be \$550.	\$	550
Postage		
Postage costs are estimated to be \$203/month	\$	203
Equipment Lease	$\top$	
Lease costs for the Canon copiers is \$437/month.	\$	437
Equipment/Office Furniture Purchase		
Includes purchase of desks, office chairs, waiting area furniture, filing cabinets, etc.	\$	46
Audit	1	
The required agency-wide audits prorated by program. The monthly program cost is \$167.	\$	167
Payroll	1	
An outside vendor performs much of our payroll processing. Total monthly cost will be \$292.	\$	292
Total Monthly Miscellaneous Direct Costs	\$	6,929

### **Total Direct Costs**

Budget Line Item	N	Nonthly Cost
Total Direct Costs		
Total direct costs are calculated by adding all the above direct costs: (\$22,452 Total salary) + (\$5,271 Total		
benefits) + (\$2,434 Payroll taxes) + (\$200 insurance costs) + (\$6,929 Miscellaneous Direct Cost) = \$37,286.	\$	37,286

### **Total Indirect Costs**

Budget Line Item	1000	onthly Cost
Management Overhead		
Management overhead is 8% cost for all direct costs listed above. The total monthly management overhead		
costs are (\$37,286)(8%)=\$2,983	\$	2,983

### **Total Monthly Direct and Indirect Costs**

Budget Line Item	N	onthly Cost
Total Monthly Direct and Indirect Costs		
The total cost for the program is calculated by adding the direct t cost (\$37,286) and the indirect cost (\$2,983)		
for a sum of \$40,269	\$	40,269

### AMENDMENT NUMBER FOUR TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES IN SERVICE AREA III CONTRACT

Reference is made to the document entitled, "Contract By And Between County of Los Angeles And Armenian Relief Society of Western USA For Refugee Employment Program Services In Service Area III", dated April 1, 2008 and further identified as County Contract Number REP08003, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as "Contract".

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

- SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:
  - 4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.
- II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,569,567 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08 \$121,206 (3 months)

Fiscal Year 2008-09 \$484,824

Fiscal Year 2009-10 \$630,271

Fiscal Year 2010-11 \$484,824

Fiscal Year 2011-12 \$363,618 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$40,402, with a maximum cumulative total of \$484,824.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of Mouch, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

### **COUNTY OF LOS ANGELES**

for Shery L. Spiller Sheryl L. Spiller, Acting Director

Department of Public Social Services

ARMENIAN RELIEF SOCIETY OF WESTERN USA

APPROVED AS TO FORM: JOHN KRATTLI, ACTING COUNTY COUNSEL

David Beaudet, Senior Deputy County Counsel

# Attachment B-1 CONTRACTOR'S BUDGET

### REP CASE MANAGEMENT SERVICES BUDGET SHEET FOR REP SERVICE AREA # 3

T COST .					
Payroll		FTE*		Monthly Salar	y Total Annual
<b>Executive Dire</b>	ctor/Contract Manager	.60		\$ 4,095.00	\$ 49,140.00
Fiscal Director		.60		\$ 3,540.00	\$ 42,480.00
	or/Back-Up Contract Mg	r. 1		\$ 3,550.00	\$ 42,600.00
Case Manager		4		\$ 11,200.00	\$134,400.00
Job Developer	/SSS	.50		\$ 1,100.00	\$ 13,200.00
	Assistant/Clerical	1	31	\$ 2,675.00	\$ 32,100.00
Receptionist		.33		\$ 759.00	\$ 9,108.00
* FTE=Full Tim	Total Annual Salarie ne Equivalent Positions	s and Wage	es		\$323,028.00
	Employee Benefits		Mo. Cost Pe	er Employee	Annual Cost All Employees
	Medical Insurance & E 401K	ental		\$ 454.58	\$43,803.00
	Total Annual Be	nofite	-	\$ 103.78	\$10,000.00
 	Total Allitual De			•••••••••••••••••••••••••••••••	(1) [1] [1] [1] [1] [1] [1] [1] [1] [1] [1]
	Payroll Taxes			r Employee	Annual Cost All
	FICA 7	.65%	\$ 256.4	-5	Employees \$ 24,712.00
		.20%	\$ 36.1		\$ 3,485.00
	[1] [1] [1] [2] [3] [2] [3] [4] [4] [4] [4] [4] [4] [4] [4] [4] [4	05%	\$ 102.2	4	\$ 9,852.00
		.00%	\$ 33.5		\$ 3,230.00
		00%	\$ 0		0
 	Total Annual Pa	366			(1) (1) [1] [1] [1] [1] [1] [1] [1] [1] [1] [1]
Insurance (List General Liabilit	Type/Coverage)		\$ 2,500		
	Total Annual		Costs		
 Miscellaneous	Direct Costs			· · · · · · · · · · · · · · · · · · ·	
Supplies			\$ 3,800	.00	
Office Space	& Maintenance		\$ 30,500	.00	
Utilities				.00	
			\$ 7,500.0	00	
Communication	ıs		\$ 7,500.0	00 00	
Printing	ıs		\$ 7,500.0 \$ 4,600. \$ 400.	00 00 00	
Printing	ns		\$ 7,500.0 \$ 4,600. \$ 400. \$ 2,000.	00 00 00 .00	
Printing	ns		\$ 7,500.0 \$ 4,600. \$ 400. \$ 2,000. \$ 874.	00 00 00 .00 .00	
Printing Audit Mileage Accountant	Other Expenses		\$ 7,500.0 \$ 4,600. \$ 400. \$ 2,000. \$ 874. \$ 11,500. \$ 1,040.	00 00 00 .00 .00 .00	
Printing	Other Expenses	Miscellane	\$ 7,500.0\$ 4,600\$ 400\$ 2,000\$ 874\$ 11,500\$ 1,040. ous Direct Co	00 00 00 .00 .00 .00 .00	\$ 62,214.00
Printing	Other Expenses	Miscellane re, Compute	\$ 7,500.0\$ 4,600\$ 400\$ 2,000\$ 874\$ 11,500\$ 1,040. ous Direct Coer Software, ar	00 00 00 .00 .00 .00 .00 .sts	\$ 62,214.00 laintenance costs
Printing	Other Expenses	Miscellane re, Compute	\$ 7,500.0\$ 4,600\$ 400\$ 2,000\$ 874\$ 11,500\$ 1,040. ous Direct Coer Software, ar	00 00 00 .00 .00 .00 .00 ests	Maintenance costs \$482,824.00
Printing	Other Expenses	Miscellane re, Compute	\$ 7,500.0\$ 4,600\$ 400\$ 2,000\$ 874\$ 11,500\$ 1,040. ous Direct Coer Software, ar	00 00 00 .00 .00 .00 .00 ests	Maintenance costs \$482,824.00
Printing	Other Expenses	Miscellane re, Compute TOTAL A	\$ 7,500.0\$ 4,600\$ 4,000\$ 2,000\$ 874\$ 11,500\$ 1,040. ous Direct Coer Software, ar	00 00 00 .00 .00 .00 .00 ests	Maintenance costs \$482,824.00
Printing	Other Expenses	Miscellane re, Compute TOTAL A	\$ 7,500.0\$ 4,600\$ 4,000\$ 2,000\$ 874\$ 11,500\$ 1,040. ous Direct Coer Software, ar	00 00 00 .00 .00 .00 .00 .sts	Maintenance costs \$482,824.00
Printing	Other Expenses	Miscellane re, Compute TOTAL A oftware TOTAL A	\$ 7,500.0\$ 4,600\$ 4,000\$ 2,000\$ 11,500\$ 1,040\$ Software, ar\$ 2,000.0\$ 2,000.0\$ 2,000.0	00 00 00 .00 .00 .00 .00 .stsd Equipment M	\$482,824.00 \$2,000.00 \$484,824.00

Monthly contract amount for the extension from April 1, 2012 through March 31, 2013 is \$40,402.00

## AMENDMENT NUMBER FOUR TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES IN SERVICE AREA IV CONTRACT

Reference is made to the document entitled, "Contract By And Between County of Los Angeles And Jewish Vocational Service For Refugee Employment Program Services In Service Area IV", dated April 1, 2008 and further identified as County Contract Number REP08004, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as "Contract".

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

- I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:
  - 4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.
- II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$3,021,000 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08 \$142,500 (3 months)

Fiscal Year 2008-09 \$570,000

Fiscal Year 2009-10 \$741,000

Fiscal Year 2010-11 \$570,000

Fiscal Year 2011-12 \$427,500 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$47,500, with a maximum cumulative total of \$570,000.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

### **COUNTY OF LOS ANGELES**

By Sheryl L. Spiller, Acting Director
Department of Public Social Services

JEWISH VOCATIONAL SERVICE

Vivian Seigel, Chief Operating Officer

By Olwen Brown, Chief Financial Officer

APPROVED AS TO FORM: JOHN KRATTLI, ACTING COUNTY COUNSEL

David Beaudet, Senior Deputy County Counsel

# Attachment B-1 CONTRACTOR'S BUDGET

### JVS REP Case Management Services AREA 4 AMENDMENT # 4 BUDGET for 12 Months April 1, 2012 -> March 31, 2013

DIRECT COST						
Chief Operating Officer	DIRECT COST					
Contract Manager	Payroll	FTEs	Monthly Rate		TO	OTAL ANNUAL
Contract Manager	Chief Operating Officer	0	05	562	. 8	6 744
Case Managers Sup   1   3,887   47,844   11,536   138,432   SS Supportive Services CM   1   2,884   34,608   Job Developer   1   3,405   40,860   Job Developer   1,505   1,393   16,716   Job Developer   1,506   Job						
Case Managers (4)		£7				
SS Supportive Services CM						
Job Developer						
Intake Coordinator	And the second section of the section of the second section of the second section of the second section of the section of the second section of the					
Accountant	F-11-4 D12 D. S12 D. S12 D. S12 D12					
Total FTE						
## Total Salaries and Wages				1,393		
Employee Benefits	Total FTE	9.	.85			368,184
Medical and dental Insurance			Total Salaries and	l Wages		\$368,184
Life Insurance \$15.58/employee \$1,842 LTD 0.57%/12 of total salary \$2,099   Pension @6% of salaries \$22,091  Total Annual Benefits \$69,294  Payroll Taxes   Mo. Cost per Employee   Annual Cost   \$28,166   SUI	Employee Benefits		Mo. Cost per Em	ployees	Annual Cost	All Employees
Life Insurance LTD	Medical and dental Insurance		11.75%/12 of salary			\$43,262
LTD Pension @6% of salaries         0.57%/12 of total salary         \$2,099 \$22,091           Total Annual Benefits         \$69,294           Payroll Taxes FICA         Mo. Cost per Employee 7.65%         Annual Cost \$28,166 \$8,005           SUI         2.31%         \$8,505 \$11,230           Worker's Comp.         3.05%         \$11,230           Total Annual Payroll Taxes         \$47,901           Fire, Theft & Liability insurance         \$15,010           Miscelleneous Direct Costs Office Rent Utilities         28,076 4,154 4,154 4,000           Office Supplies         2,944 2,944           Postage         2,400 4,984 2,9	Life Insurance		\$15.58/employee			
Pension @6% of salaries   \$22,091	LTD		0.57%/12 of total salar	у		
Payroll Taxes	Pension @6% of salaries	9				
Payroll Taxes FICA FICA FICA 7.65% \$28,166 SUI 2.31% \$8,505 Worker's Comp. 7.65% \$11,230 Total Annual Payroll Taxes Fire, Theft & Liability insurance \$15,010  Miscelleneous Direct Costs Office Rent Utilities 4,154 Office Supplies 2,944 Postage Program Materials Community & Busi Relts Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  Other Costs/Satellite Sites  \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST  NOTE:						7-2,00
FICA   7.65%   \$28,166	<b>Total Annual Benefits</b>					\$69,294
FICA   7.65%   \$28,166						
SUI	Payroll Taxes		Mo. Cost per Em	ployee	Annual Cost	
SUI	FICA			7.65%		\$28,166
Worker's Comp.         3.05%         \$11,230           Total Annual Payroll Taxes         \$47,901           Fire, Theft & Liability insurance         \$15,010           Miscelleneous Direct Costs         28,076           Office Rent         28,076           Utilities         4,154           Office Supplies         2,944           Postage         2,400           Program Materials         6,984           Community & Busi Relts         3,492           Dues and Subscriptions         3,772           Employee Training         3,540           Consultant/Workshop Fac         2,750           Total Annual Miscelleneous Direct Costs         \$58,112           Other Costs/Satellite Sites         \$8,000           Indirect Cost-Professional Fees         \$3,500           TOTAL ANNUAL DIRECT AND INDIRECT COST         \$570,000	SUI			2.31%		
Total Annual Payroll Taxes \$47,901  Fire, Theft & Liability insurance \$15,010  Miscelleneous Direct Costs Office Rent 28,076 Utilities 4,154 Office Supplies 2,400 Prostage 2,400 Program Materials 6,984 Community & Busi Relts 3,492 Dues and Subscriptions 3,772 Employee Training 3,540 Consultant/Workshop Fac 2,750  Total Annual Miscelleneous Direct Costs \$58,112  Other Costs/Satellite Sites \$8,000 Indirect Cost-Professional Fees \$3,500	Worker's Comp.			3.05%		
Miscelleneous Direct Costs  Office Rent Utilities 4,154 Office Supplies 9ostage Postage Program Materials Community & Busi Relts Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$570,000  NOTE:	Total Annual Payroll Ta	axes				
Miscelleneous Direct Costs  Office Rent Utilities 4,154 Office Supplies 9ostage Postage Program Materials Community & Busi Relts Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$570,000  NOTE:			A 2 5000			
Office Rent Utilities Utilities Office Supplies Office Supplies Postage Postage Program Materials Community & Busi Relts Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$3,500  Indirect Cost-Professional Fees \$570,000  NOTE:	Fire, Theft & Liability in	nsurance				\$15,010
Office Rent Utilities Utilities Office Supplies Office Supplies Postage Postage Program Materials Community & Busi Relts Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$3,000  Indirect Cost-Professional Fees \$3,500  NOTE:						
Utilities 4,154 Office Supplies 2,944 Postage 2,400 Program Materials 6,984 Community & Busi Relts 3,492 Dues and Subscriptions 3,772 Employee Training 3,540 Consultant/Workshop Fac 2,750  Total Annual Miscelleneous Direct Costs \$58,112  Other Costs/Satellite Sites \$8,000 Indirect Cost-Professional Fees \$3,500	Miscelleneous Direct C	Costs				
Utilities 4,154 Office Supplies 2,944 Postage 2,400 Program Materials 6,984 Community & Busi Relts 3,492 Dues and Subscriptions 3,772 Employee Training 3,540 Consultant/Workshop Fac 2,750  Total Annual Miscelleneous Direct Costs \$58,112  Other Costs/Satellite Sites \$8,000 Indirect Cost-Professional Fees \$3,500	Office Rent			28.076		
Office Supplies Postage Postage Program Materials Community & Busi Relts Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000	Utilities					
Postage 2,400 Program Materials 6,984 Community & Busi Relts 3,492 Dues and Subscriptions 3,772 Employee Training 3,540 Consultant/Workshop Fac 2,750  Total Annual Miscelleneous Direct Costs \$58,112  Other Costs/Satellite Sites \$8,000 Indirect Cost-Professional Fees \$3,500	Office Supplies					
Program Materials Community & Busi Relts Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000						
Community & Busi Relts Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000						
Dues and Subscriptions Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000			\$3)			
Employee Training Consultant/Workshop Fac  Total Annual Miscelleneous Direct Costs  \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:	그렇게 가게 되었으면 하는 것이 없었다. 그런 사람들이 살아 있는 것이 없었다.				2	
Consultant/Workshop Fac 2,750  Total Annual Miscelleneous Direct Costs \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:						
Total Annual Miscelleneous Direct Costs \$58,112  Other Costs/Satellite Sites \$8,000  Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:		20				
Other Costs/Satellite Sites \$8,000 Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:	Consultant Workshop Fa	10		2,750		
Other Costs/Satellite Sites \$8,000 Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:	Total Annual Miscellen	agus Direct Costs				¢50 110
Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:	Total Allitual Miscellell	eous Direct Costs				\$30,112
Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:						
Indirect Cost-Professional Fees \$3,500  TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:		•				
TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:	Other Costs/Satellite S	ites				\$8,000
TOTAL ANNUAL DIRECT AND INDIRECT COST \$570,000  NOTE:						
NOTE:	Indirect Cost-Profession	nal Fees				\$3,500
NOTE:						•
NOTE:						
NOTE:	TOTAL ANNUAL DIREC	CT AND INDIRECT COST				\$570.000
						,
Monthly contract amount for the extension period (April 1, 2012 through March 31, 2013) is \$47,500.	NOTE:					F. 42
	Monthly contract amou	int for the extension per	iod (April 1, 2012 th	rough Ma	rch 31, 2013) is	\$47,500.

## AMENDMENT NUMBER FOUR TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES IN SERVICE AREA V CONTRACT

Reference is made to the document entitled, "Contract By And Between County of Los Angeles And Armenian Relief Society of Western USA For Refugee Employment Program Services In Service Area V", dated April 1, 2008 and further identified as County Contract Number REP08005, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as "Contract".

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

- I. SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:
  - 4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.
- II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,524,220 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08 \$119,067 (3 months)

Fiscal Year 2008-09 \$590,572

Fiscal Year 2009-10 \$504,844

Fiscal Year 2010-11 \$476,268

Fiscal Year 2011-12 \$357,201 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$39,689, with a maximum cumulative total of \$476,268.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of Mach., 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

**COUNTY OF LOS ANGELES** 

By Shored Spiller Action Director Shery C. Spiller

Sheryl L. Spiller, Acting Director Department of Public Social Services

ARMENIAN RELIEF SOCIETY OF WESTERN USA

ND Arousyak Melenian, President Chair person

Rita Hintlian, Secretary

tromenouhi Tomassian

APPROVED AS TO FORM: JOHN KRATTLI, ACTING COUNTY COUNSEL

David Beauch

David Beaudet, Senior Deputy County Counsel

# Attachment B-1 CONTRACTOR'S BUDGET

### REP CASE MANAGEMENT SERVICES BUDGET SHEET FOR REP SERVICE AREA # 5

DIDEO	TOOOT				*	
DIREC	Payroll		FTE*		Monthly Colon	. T-1-1
	<u>i dytoli</u>		FIL		Monthly Salary	
	Executive Dir	ector/Contract Manager	.60		¢ 4 005 00	Annual
	Fiscal Directo		.60		\$ 4,095.00	\$ 49,140.00
		sor/Back-Up Contract Mgr.			\$ 3,540.00	\$ 42,480.00
	Case Manage				\$ 4,000.00	\$ 48,000.00
	Job Develope		5		\$13,125.00	\$157,500.00
			.50	9	\$ 1,100.00	\$ 13,200.00
		es Assistant/Clerical	.50		\$ 1,000.00	\$ 12,000.00
	Receptionist		.36		\$ 828.00	\$ 9,936.00
		Total Annual Salaries	and Wage	s		\$332,256.00
		me Equivalent Positions				
		Employee Benefits		Mo. Cost Pe		Annual Cost All
		Medical & Dental Insura			200	Employees
					\$33,500.00	
		401K		\$ 66		\$ 6,800.00
	(a) 150. (b)	Total Annual Ben				
	••••••	Payroll Taxes	•••••		r Employee	Annual Cost All
		Control Contr				Employees
		FICA 7.69	5%	\$ 247.4	-5	\$ 25,418.00
		SUI 6.20	0%	\$ 36.1		\$ 3,715.00
		Worker's Comp. 3.05		\$ 98.6		\$ 10,134.00
		SDI 1.00		\$ 32.3		\$ 3,323.00
		ETT 0.09		\$ 0		\$ 0
		Total Annual Payı				
100	Insurance (Lis	st Type/Coverage)				· .=,000.00
	General Liabil			\$ 2,500	0.00	
		Total Annual Ir	nsurance C	costs		.\$ 2,500.00
	Miscellaneous	Direct Coots			•••••	
				<b>A</b> 0 000		
		0 Maintenana				20 00
		& Maintenance				
	Communication			\$ 11,50	0.00	
**	Drinting	ons		\$ 3,922		
	Audit		•••••	\$ 400	J.00	
	Missellenseus	Other C	•••••	\$ 500	3.00	
	Independent C	Other Expenses		\$ 1,000	1.00	
	maepenaem C	Contractor		\$ 11,500	1.00	
	**Office Fauin	Total Annual M	ilscellaneo	us Direct Co	sts\$	56,622.00
	ore not to be	ment, Computer Hardware	e, Compute	r Software, ar	ia Equipment M	aintenance costs
	are not to be i	ncluded in this category.	ΤΟΤΔΙ ΔΝ	NUAL DIRE	CT COST	\$474,268.00
						3
	INDIRECT CO					
	Equip	ment maintenance and So				
		0 to 100				OST \$ 2,000.00
	TOTAL ANNU	IAL DIRECT AND INDIRE	CT COST.			\$ 476.268.00
	PROF	IT (Please enter the perc	entage: 0	1%)		\$ 0
	TOTAL ANNU	IAL COST			•••••	\$ 476.268.00

Monthly contract amount for the extension from April 1, 2012 through March 31, 2013 is \$39,689.00

## AMENDMENT NUMBER FOUR TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES IN SERVICE AREA VI CONTRACT

Reference is made to the document entitled, "Contract By And Between County of Los Angeles And Catholic Charities of Los Angeles For Refugee Employment Program Services In Service Area VI", dated April 1, 2008 and further identified as County Contract Number REP08006, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011, Change Notice Number One, dated January 31, 2011 and Change Notice Number Two, dated November 28, 2011, hereinafter referred to as "Contract".

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

- SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:
  - 4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.
- II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$2,864,250 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08 \$135,106 (3 months)

Fiscal Year 2008-09 \$605,276

Fiscal Year 2009-10 \$637,701

Fiscal Year 2010-11 \$540,425

Fiscal Year 2011-12 \$405,319 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$45,035, with a maximum cumulative total of \$540,425.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-2, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of Morch, 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

### **COUNTY OF LOS ANGELES**

By Flil and for Shery L. Spiller, Acting Director

Department of Public Social Services

CATHOLIC CHARITIES OF LOS ANGELES

By Angory A. Cox, Executive Director

By James Bathker, Chief Financial Officer

APPROVED AS TO FORM: JOHN KRATTLI, ACTING COUNTY COUNSEL

By Seauch T David Beaudet, Senior Deputy County Counse

# Attachment B-2 CONTRACTOR'S BUDGET

### **AMENDMENT #4** Page 2 of 6

REP CASE MANAGEMENT	SERVICE	S		
BUDGET SHEET FOR REP SERVICE A	AREA#		6	
DIRECT COST			12	
Payroll	No.	FTE*	Monthly Salary	Total Annual
Program Manager	1	60%	\$4,572.52	\$54,870.00
Back up Program Manager/ Case Manager Supervisor	1	50%	\$2,564.19	\$30,770.00
Program Assistant	1	33%	\$1,143.16	\$13,718.00
Case Manager Supervisor	1	30%	\$1,177.62	\$14,131.00
Case Manager	1	100%	\$3,294.43	\$39,533.00
Case Manager	1	100%	\$3,340.48	\$40,086.00
Case Manager	1	100%	\$2,864.19	\$34,370.00
Case Manager	1	95%	\$2,727.67	\$32,732.00
Job Developer/Specialized Supportive Services	. 1	55%	\$1,579.18	\$18,950.00
Administrative Assistant	1	25%	\$843.60	\$10,123.00
Program Secretary	1	100%	\$2,403.25	\$28,839.00
<u> </u>				
Total Annual Salaries and Wages				\$318,122.00
* FTE=Full Time Equivalent Positions				
	3		Mo. Cost Per	
Employee Benefits			Employee	Annual Cost All
			Employee(s)	
Health Insurance (Medical, Dental, and Vision)			\$3,367.50	\$40,410.00
Other (Retirement, GTL, LTD, AD&D)			\$1,929.95	\$23,159.00
Total Annual Benefits				\$ 63,569.00
			Mo. Cost Per	
Payroll Taxes			Employee	Annual Cost All
			Employee(s)	71111441 00317111
FICA			\$1,643.64	\$19,724.00
Medicare			\$384.40	\$4,613.00
SUI			\$261.80	\$3,142.00
Worker's Comp.			\$260.79	\$3,130.00
Total Annual Payroll Taxes				\$ 30,609.00
4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4				\$ 30,609.00
Insurance (List Type/Coverage. See RFP, Appendix A, Paragra General Liability Insurance including Crime Insurance	phs 8.25, 8.2	6. Insurance	.)	
Workers' Compensation and Employers' Liability (pleas	o coo pouroll	tayool		\$7,407.00
Automobile Liability	ie see payron	taxes)		N/A
Automobile Elability				N/A
Total Annual Insurance Costs				\$7,407.00
Miscellaneous Direct Costs				
Supplies				\$5,475.00
Services (list)  Maintenance/office equipment			10	SE 000 00
maintenance/onice equipment				\$5,206.00

	AM	ENDMENT #4
		Page 2 a of 6
		ervice Area #6
Other (list)**		7 1100 7 1100 110
Occupancy		\$21,840.00
Telephone		\$5.386.00
Audit Fees		\$7,837.00
Vehicles and Mileage		\$3,487.00
Conferences & Meeting		\$497.00
Miscellaneous		\$500.00
The state of the s		\$300.00
Total Annual Miscellaneous Direct Costs	5 (9)	\$50,228.00
Office Equipment, Computer Hardware, Computer Software costs are not to be included in this category.	, and Equipment Maintenance	-
	TOTAL ANNUAL DIRECT COST	\$469,935.00
INDIRECT COST		
General Accounting/Bookkeeping		N/A
Management Overhead (Please specify)		
Administrative Indirect Cost		\$70,490.00
Other (Please specify)		
	TOTAL ANNUAL INDIRECT COST	\$ 70,490.00
TOTAL ANNUAL DIRECT AND INDIRECT COST		\$540,425.00
PROFIT (Please enter the percentage: 0 %)	***************************************	NONE***
TOTAL ANNUAL COST		\$540,425.00
*** Catholic Charities is a non profit organization		

### REP CASE MANAGEMENT SERVICES BUDGET SHEET FOR REP SERVICE AREA # 6

TOTAL ANNUAL COST		\$540,425.00
		PERCENTAGE
Employment Services (ES)	\$ <u>108,085</u>	20%
English Language Training (ELT)	\$	%
On-the-Job Training (OJT)	\$	%
Skills Training	\$	<u>%</u>
Case Management	\$ <u>324,255</u>	60 %
Other (Please list)	\$108,085	20 %

May include any of the following:

- Information and referral services
- Orientation
- Learning Disabilities Diagnosis Screening/Evaluation (LD)
- Post-Employment Services (PES)
- · Post-Time Limited Services (PTL)
- · Life Skills Workshops
- Clinical Assessment
- · Refugee Family Support Services
- Evaluation of Records
- Mentoring (Family)
- Compliance
- Outreach services, including activities designed to familiarize refugees with available services, to explain the purpose of these services, and facilitate access to these services.
- Social adjustment services, including: (Specialized Supportive Services)
  - (1) Emergency services, as follows: Assessment and short-term counseling to persons or families in a perceived crisis; referral to appropriate resources; and the making of arrangements for necessary services.
  - (2) Health-related services, as follows: Information; referral to appropriate resources; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health
  - (3) Home management services (Life Skills Workshops), as follows: Formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
- · Child care for children, when necessary for participation in a service other than an employability service.
- Transportation, when necessary for participation in a service other than an employability service.
- Translation and interpreter services, when necessary for a purpose other than in connection with employment or participation in an employability service.
- Any additional service, upon County/State submission of a request to ORR and approval of the request by the Director of ORR, aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.
- Citizenship and naturalization preparation services, including English language training and civics instruction to prepare refugees for citizenship, application assistance for adjustment to legal permanent resident status and citizenship status, assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization, and the provision of interpreter services for the citizenship interview.
- Assistance in obtaining Employment Authorization Documents (EADs)

#### Employment Services (ES)

- Employment services, including the development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow-up.
- Vocational and employability assessment services, including aptitude and skills testing.
- Translation and interpreter services, when necessary in connection with employment or participation in an employability service.
- Child care for children, when necessary for participation in an employability service or for the acceptance or retention of employment.
- Transportation, when necessary for participation in an employability service or for the acceptance or retention of employment.
- · Regular and Flex Job Services

#### English Language Training (ELT)

English language instruction, with an emphasis on English as it relates to obtaining and retaining a job.

- Vocational English-as-a-Second Language (VESL)
- Limited English Proficiency (LEP)

#### On-the-Job Training (OJT)

On-the job training, when such training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training.

- Work Experience (WEX)
- Transitional Subsidized Employment

#### Skills Training

Skills recertification, when such training meets the criteria for appropriate training in Sec. 400.81(b) of this part.

- · Self-Initiated Program
- Vocational/Educational Training
- Remediation
- · Professional Development

#### Case Management

...as defined in case management services means the determination of which service(s) to refer a refugee to, referral to such service(s), and tracking of the refugee's participation in such services(s).] of this part, for refugees who are considered employable under and for recipients of CalWORKs and GR who are considered employable, provided that such services are directed toward a refugee's attainment of employment as soon as possible after arrival in the United States.

- Appraisal
- Family Appraisal
- Coordinate and authorize supportive services
- · Post-Employment Career Assessment
- · Employment Retention Services
- Home Visit
- Sanction Action Plan

AMENDMENT #4
Page 5 of 6
Service Area 6

## REP CASE MANAGEMENT SERVICES REQUIRED LINE ITEM BUDGET NARRATIVE FOR REP SERVICE AREA # 6

### AGENCY NAME:

Catholic Charities of Los Angeles, Inc. 1531 James M. Wood Blvd. Los Angeles, CA 90015

Descriptions below reflect Program share information only	PROGRAM SHARE MONTHLY COST	PROGRAM SHARE ANNUAL COS
DIRECT COSTS	5001	
1 Payroll:  Monthly salaries and fringe benefits have been established by Catholic Charities and are within competitive standards for similar positions. Employees hired at a higher level of experience will begin at a higher rate than those with less experience. Periodic and annual performance evaluations are processed annually. Annual merit increases are average at 3%. Vacation, sick leave and holidays are paid to		
regular employees. Details below on service area 6 staff positions reflect program share information only, Program Manager @ \$7,620.83 x 12 x 60% = \$54,870	\$ 4.572.52	S 54,870.0
Back up Program Manager/Case Manager Supervisor @ \$5,128.33 x 12 x 50% = \$30,770  Program Assistant @ \$3,464.08 x 12 x 33% = \$13,718  Case Manager Supervisor @\$3,925.28 x 12 x 30% = \$14,131	\$ 2,564.19 \$ 1,143.16	\$ 13,718.0
Case Manager @\$3,294.42 x 12 x 100% = \$39,533 Case Manager @\$3,340.50 x 12 x 100% = \$40,086	\$ 1,177.62 \$ 3,294.43 \$ 3,340.48	\$ 39,533.0
Case Manager @\$2,864.17 x 12 x 100% = \$34,370 Case Manager @ \$2,871.23 x 12 x 95% = \$32,732	\$ 2.864.19 \$ 2,727.67	\$ 34.370.0
Job Developer/Specialized Supportive Services Worker @ \$2,871.23 x 12 x 55% = \$18,950  Administrative Assistant @ \$3,374.33 x 12 x 25% = \$10,123	\$ 1,579.18 \$ 843.60	\$ 18,950.0 \$ 10,123.0
Program Secretary @ \$2,403.25 x 12 x 100% = \$28,839  Total Salaries and Wages	\$ 2,403.25	7-1
2 Employee Benefits:	\$ 20,510.29	\$ 318,122.0
Health, Dental, Vision saverage monthly cost \$450.20 per staff person x 7.48 FTE x 12 mos)	\$ 3,367.50	\$ 40.410.0
Retirement @ 6% of total salaries  AD&D and Group Term Life @ 1.28% on total salaries	\$ 1,590.62 \$ 339.33	\$ 19,087.0 \$ 4,072.0
Total Benefits	\$ 5,822.24	\$ 63,569.0
3 Payroll Taxes: FICA @ 6.20% of total salaries		
Medicare @ 1.45% of total salaries SUI @ 6% of \$7,000 (\$420 max per person per year) x 7.48 FTE	\$ 1,643.64 \$ 384.40	\$ 19,724.0 \$ 4,613.0
Worker's Comp. @0.89% of total salaries of Supervisory and Clerical Staff Worker's Comp. @1.07% of total salaries of Professional/Social Worker Staff	\$ 261.80 \$ 113.07 \$ 147.72	\$ 3,142.0 \$ 1,357.0 \$ 1,773.0
Total Payroll Taxes		\$ 30,609.0
4 Insurance (List/Type/Coverage) General Liability insurance including crime insurance: @1.6290% of total direct cost excluding audit lees. Workers' Compensation and Employers' Liability (Please see payroll taxes)	\$ 617.25	\$ 7,407.0
Automobile Liability is paid by employees  5 Miscellaneous Direct Costs:	0.00	0.0
a) Supplies (Consumable) Includes pens, pencils, postage, printer cartridges, xerox toner, paper, folders, staplers, scissors, calendars, video tapes, etc.		
testimated at \$456.25 per month x 12 months = \$5,475) b) Services	\$ 456.25	\$ 5.475.00
<ul> <li>Maintenance/Office Equipment (estimated at \$433.83 per month x 12 months = \$5,206)</li> </ul>	\$ 433.83	\$ 5,206.00

AMENDMENT #4

Page 5 a of 6

Service Area 6

		Service Area
Descriptions below reflect Program share information only		PROGRAM SHARE
	MONTHLY	ANNUAL COST
Other (list)*		
t - Neceptancy		
Service office Catholic Charities Community Center (\$1.00 per square foot x 300 sqf per month x 12 months) 21600 Hart Street, Canoga Park, CA 91303 Monthly rent including utilities, building maintenance and repairs, janitorial services, security and employee parking	\$ 300.00	\$ 3,600.00
2. Salellite office(s)	61.500.00	
a) Calholic Charities - Glendale Community Center (\$1.56 per square foot x 974.36 sqf per month x 12 months) 4322 San Fernando Road. Glendale. CA 91204	\$1,520.00	\$ 18,240.00
d) Talanhana indudes equipment and mouthly shows	-	
d) Telephone - includes equipment and monthly charges for telephone, fax and DSL lines. (estimated at \$448.83 per month x 12 months = \$5,386)	\$ 448.83	\$ 5,386.00
Audit Fees - Audit costs include government audit and financial audit @ 1.7235% of total direct cost excluding general liability insurance	\$ 653.08	\$ 7,837.0
f) <u>Vehicles &amp; Mileage</u> (Estimated at \$290.58 per month x 12 months = \$3,487)	\$ 290.58	\$ 3.487.0
g) Conference & Meeting Local Staff Development/Training, Conference & Meeting expenses (estimated at \$41.42 per month x 12 months)	\$ 41.42	\$ 497.0
h) Miscellaneous workshop, materials, refreshment, consultant cost, etc.	\$ 41.67	\$ 500.00
Total Miscellaneous Direct Cost	\$ 4,185.67	\$ 50,228.0
TOTAL DIRECT COS	\$ 39.161.25	\$ 469,935.0
DIRECT COSTS:	1	7 100,000.0
General Accounting/Bookkeeping	0.00	0.0
Management Overhead (Please specify)	6 507147	. 70 100 0
Administrative Indirect Costs are 13.0435% of total program cost** (direct and indirect)  Processing for payroll, accounts payable, banking, compliance and reporting,	\$ 5,874.17	\$ 70,490.0
licensing, informational tax returns, accreditations and quality assurances,	1 2	
human resources, finance, security and safety, and executive oversight.		
Other (Please specify)	*	555
TOTAL INDIRECT COS	\$ 5,874.17	\$ 70,490.00
OTAL ANNUAL DIRECT AND INDIRECT COST		\$ 540,425.00
PROFIT (Please enter the percentage: 0 %  "Catholic Charities is a non profit organization		NONE "
OTAL ANNUAL COST		\$ 540,425.00

\*Office Equipment. Computer Hardware, Computer Software, and Equipment Maintenance costs are not to be included in this category

Monthly contract amount for the extension (April 1, 2012 through March 31, 2013): \$45,035

## REP CASE MANAGEMENT SERVICES MONTHLY EMPLOYEE BENEFITS

Medical Insurance	ce/Health Pl	an			4
Employer Pays	75%	Employee Pays	25%	Total Premium	\$ Depends on plan selected
Annual D	eductible:				
	cadolibic.	Employee	Depends on	plan selected	
				pian sciected	
		Family	Depends on	plan selected	
Coverage	(check all a	pplicable):			
	120	Element of the second	11 <b>4</b> 127700 (1994) (1984)		
-	X		Inpatient	\$	Outpatient \$
	X	X-Ray & Laborat	ory		
	X X	Surgery Office Visits			
_		Pharmacy			
_	X X	Maternity			
_	X		nomical Dans	adama ta ana	
-	×	Mental Health/Ch	iemical Deper	ndency, Inpatient ndency, Outpatient	
-		ontai i i dattii oi	icinical Depel	idency, Outpatient	
Dental Insurance					
F	500/	120 N 100			
Employer Pays _	50%	_ Employee Pays	50%	Total Premium	\$ Depends on plan selected
Life Insurance					
erro modrance					
Employer Pays _	100%	_ Employee Pays	0%	Total Premium	\$ Depends on salary and age
Vacation					
Number of	f Days:	12-15 days per ye	ear		
Any Increa	ase Áfter	5		oloyment, Number o	of Days 14-18
Sick Leave					
Number of	f Dave:	10	D		
Number of	Days.	10	Per Year		
Holidays					
Number of	Davs:	12	, Per Year		
	20,0		, rei reai		
Retirement					
Employer Pays _	100%	_Employee Pays	0%	Total	\$ Depends on salary and age

# AMENDMENT NUMBER FOUR TO THE REFUGEE EMPLOYMENT PROGRAM SERVICES IN SERVICE AREA VII CONTRACT

Reference is made to the document entitled, "Contract By And Between County of Los Angeles And Community Enhancement Services For Refugee Employment Program Services In Service Area VII", dated April 1, 2008 and further identified as County Contract Number REP08007, Amendment Number One, dated February 12, 2009, Amendment Number Two, dated May 20, 2009, Amendment Number Three, dated March 16, 2011 and Change Notice Number One, dated November 28, 2011, hereinafter referred to as "Contract".

Effective upon the signature of the Director of the Department of Public Social Services, the Contract is amended as follows:

- SECTION 4.0, TERM OF CONTRACT, Section 4.1, Subsection 4.1.2 is added as follows:
  - 4.1.2 The term of the Contract shall be extended on a month to month basis beginning April 1, 2012, and will automatically extend for additional one month increments on a month to month basis, for a total time period not to exceed March 31, 2013. Each monthly extension will occur without notice unless or until notice no less than 10 days prior to the date of termination, in writing, by the Director of DPSS or authorized representative advises the CONTRACTOR otherwise.
- II. SECTION 5.0, CONTRACTOR PAYMENT, Subsection 5.2, Maximum Contract Amount, is revised as follows:

The maximum cumulative contract amount of this Contract is \$1,917,476 for the contract period effective April 1, 2008 through March 31, 2013. The total maximum cumulative amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance funds. Future funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

CONTRACTOR shall not be paid for any Contract expenditures that exceed the maximum cumulative contract amount and CONTRACTOR agrees that COUNTY has no obligation, whatsoever, to pay for any expenditures that exceed the maximum cumulative contract amount. Any expenditures that exceed the maximum cumulative contract amount shall become the fiscal responsibility of CONTRACTOR.

There is no guarantee that CONTRACTOR will receive the cumulative maximum contract amount.

5.2.1 For the period of April 1, 2008 through March 31, 2012, CONTRACTOR shall not exceed each Fiscal Year's annual budgeted amount and shall not roll-over unspent REP Funds to the following Fiscal Year. The maximum contract amount for each Fiscal Year shall be as follows:

Fiscal Year 2007-08 \$90,447 (3 months)

Fiscal Year 2008-09 \$361,788

Fiscal Year 2009-10 \$470,324

Fiscal Year 2010-11 \$361,788

Fiscal Year 2011-12 \$271,341 (9 months)

These Fiscal Year amounts are contingent upon the availability of funds.

5.2.2 For the period of April 1, 2012 through March 31, 2013, the maximum contract amount for each one month term shall be \$30,149, with a maximum cumulative total of \$361,788.

CONTRACTOR may roll over unused funds from one month term to the next one month term (when the Contract is extended to the next month) for the one month terms of April 1, 2012 through June 30, 2012 and July 1, 2012 through March 31, 2013. Funds may not be rolled over for the one month term of June 2012 through July 2012 as they are part of two different Fiscal Years.

The CONTRACTOR shall not roll over funds from one fiscal year to any other period or Fiscal Year.

III. ATTACHMENT B-1, CONTRACTOR'S BUDGET, is added and attached hereunder.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Four to be subscribed on its behalf on the 29 day of 2012 by the Director of the Department of Public Social Services and the CONTRACTOR has subscribed the same through its authorized officer. The person(s) signing on behalf of CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind CONTRACTOR and that he or she holds the stated position noted below.

**COUNTY OF LOS ANGELES** 

By Flu Andle for Sheny/ L. Spriller

Sheryl L. Spiller, Acting Director Department of Public Social Services

COMMUNITY ENHANCEMENT SERVICES

By Jegund

By Lucis Kuyumiyan CEO

APPROVED AS TO FORM: JOHN KRATTLI, ACTING COUNTY COUNSEL

David Beaudet, Senior Deputy County Counsel

# Attachment B-1 CONTRACTOR'S BUDGET

# COMMUNITY ENHANCEMENT SERVICES REP CASE MANAGEMENT SERVICES BUDGET SHEET FOR REP SERVICE AREA # 7

DIRECT	COST	BODGET SHEET FOR	NEF SER	VICE	AKEA	#_/_		
DIRLOT	Payroll	48	FTE*			Monthly (	Salam.	Tatal
	1 Gyron		1.16			Monthly S	Salary	Total
	REP Progr	am Manager/Case Mgr Supervsr	- 1			¢ 4404	ı	Annual
		oper/Case Manager 1	1			\$ 4,494	_	\$ 53,928
2		ort Svc Coordinator/Office Clerk	1				_	\$ 39,249
.55	Case Mana		1			\$ 2,242		\$ 26,901
	Case Mana		1			\$ 3,087		\$ 37,044
	Case Mana	-	0.5			\$ 3,087		\$ 37,044
	Case Marie					\$ 1,544		\$ 18,528
		Total Annual Salarie	s and wages	5	************		\$	212,694
	*FTE=Full	Time Equivalent Positions						
		Employee Benefits	***************************************	Mo.	Cost Per I	Employee	Ar	nnual Cost All
		D. C.				8	En	nployees
		Medical Insurance		\$	540		\$	32,400
		Dental Insurance		\$	<u> </u>		\$	-
		Life Insurance		\$	-		\$	
* .		Other (list)		\$	-		\$	
		401(k) Retirement Plan		\$	292		\$	17,520
		Total Annual Benefit	ts				\$	49,920
,	••••••	Payroll Taxes		Mo.0	Cost Per E	mplovee	An	nual Cost All
			24			pioj00		nployees
		FICA		\$	230		\$	16,560
		SUI		\$	21		\$	1,512
		Worker's Comp		\$	20		\$	1,440
		Other (list)		\$	20		\$	1,440
55 54		Total Annual Payroll	Taxes	_			\$	19,512
								10,012
	insurance (	List Type/Coverage. See RFP, Ap	pendix A, Pai	ragrap	hs 8.25, 8			
	General Lia	bility/Excess/Umbrella (\$1M each or	cur; \$2M gen ag	gregate	)	\$	2,000	_
	Crime Insur	ance (\$350,000 employee dishonesty; \$	100,000 forgery)			\$	110	
	Profess. Lia	b/Directors & Officers Liab. (\$1M)	oer occur; \$2M ge	en. aggre	egate)	\$	1,460	
		Total Annual Insurar	ice Costs	•••••			\$	3,570
	Miscellaneo	ous Direct Costs						
				\$	5,800		80	
				Ψ	3,000			
		t		\$	33,922			
		······		\$				
	Telephon	e and Utilities		\$	600		84	
	releption	Total Annual Miscell	aneous Direc		8,950		•	49,272
	374							
	** .	Office Equipment, Computer Hardwa		oftware	e, and Equi	pment Mair	ntenance o	costs
		are not to be included in this categor						
			TOTAL ANN	UAL	DIRECT C	OST	\$	334,968
INDIRECT						***************************************	*	
	General Acc	counting/Bookkeeping		\$	13,000			
	Managemer	nt Overhead (Please specify)						
	Executiv	e Director, Audit cost		\$	7,000			
	Other (Pleas	se specify)		-1				
		eaning		\$	1,300			
		ase & Equipment maintenance		\$	2,500			
		rocessing		\$	1,320			
	Compute	r Maintenance		\$	1,700			
	- 5pate		TOTAL ANN			COST	e	26 020
			I O I AL ANN	UAL II	ADIKEUI	0031	\$	26,820
TOTAL A	NNUAL DIRE	CT AND INDIRECT COST					\$	361,788
		ease enter the percentage: 0					\$	301,700
TOTAL AN	NNUAL COS	T	-,				\$	261 700
			•••••	•••••			Φ	361,788